



Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: Office of Equal Opportunity

Sub-Section:

TITLE: Certification Registers

CUTOFF: EOSFY

DESCRIPTION: Registers documenting persons or businesses holding a current Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) certification issued by the State of Missouri's Equal Opportunity program. Registers include certificate holder's names, social security numbers, addresses and other relevant information. Records created per 1 CSR 10-17.040 and 37.020 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24129

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Equal Employment Opportunity Surveys

CUTOFF: EOSFY

DESCRIPTION: Equal Employment Opportunity (EEO-4) surveys are required by the U.S. Equal Employment Opportunity Commission and document the composition of work forces (public, private, and unions) by sex and race/ethnic categories. Records created per Public Law 88-352, Title VII of the Civil Rights Act of 1964.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: Formally known as the State and Local Government Report, the EEO-4 survey is collected in odd-numbered years from state and local governments.

DISPOSITION ACTION: Destroy

SERIES: 3007

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016



Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: Office of Equal Opportunity

Sub-Section:

TITLE: MBE/WBE Certification Program Files

CUTOFF: Expiration of certification

DESCRIPTION: Documentation submitted by businesses trying to obtain Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) certifications in the State of Missouri. Records include, but are not limited to, MBE/WBE certification applications, prior federal program applications and privileges, affidavits, business profiles, bylaws, ownership records, joint venture agreements, employee and inventory lists, financial and contact information, complaints, and related correspondence. Records created per 1 CSR 10-17.040 and 37.020 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: There are three methods of certification: Initial/Standard, Rapid Response, and Out-of-State. Initial/Standard certifications are effective for three years. Rapid Response and Out-of-State certifications are effective until the expiration date appearing on the certificates provided from the businesses' home state.

DISPOSITION ACTION: Destroy

SERIES: 24128

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: MBE/WBE Certified Business Index

CUTOFF: EOSFY

DESCRIPTION: Index and descriptions of businesses certified with the Missouri Minority/Women Business Enterprise Program (MBE/WBE). Information includes business names, certification numbers and dates, location information, industry and commodity codes, and contact information.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24130

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016